



BOARD OF TRUSTEES
Meeting Agenda
October 15, 2024 | 9-10:30
LCO Tech Room

- 1. Call meeting to order, Pledge, Invocation, Establishment of Quorum
- 2. **Approval of Minutes** Mindy Honey
- 3. **Visitor Comments** (Comments are limited to 3 minutes per person with a limit of 15 minutes.)
- 4. **Treasurer's Report** Cody Fenton
- 5. **Invited Guest**
 - a. Leeann Montalbano – Outreach & Marketing Specialist
 - b. Anthony Chambers – Dazzee IT Services
- 6. **Director's Report**
 - 2024 Library Statistics Essy Day
- 7. **Old Business**
 - a. Vision Tracker 2025 - Draft (discussion)
- 8. **New Business**
 - a. **Approval of Policies**
 - i. Cyber Liability Insurance
 - ii. Drug & Alcohol - Free Workplace Policy
 - iii. Disciplinary Policy (revision)*
 - iv. Grievance Policy
 - b. Investment Policy Draft
- 9. **Committee Report**
 - a. Site Selection
- 10. **Public Comments**
- 11. **Comments from Trustees**
- 12. **Next Meeting – November 19, 2024, 9am**
- 13. **Meeting Adjourned**

*Attached below

Library Center of the Ozarks

Disciplinary Policy

The Library generally implements a progressive discipline process, as defined below. However, the disciplinary process may stop or skip one or more levels at any time. There may be some instances that require immediate written warning or immediate disciplinary action, including but not limited to probation or termination.

Disciplinary Action:

Upon attaining permanent staff status, an employee can ~~only~~ be dismissed following due process for violating library policies or failing to perform assigned duties satisfactorily.

1. First Infraction: The staff member will receive a formal verbal warning from their supervisor.
2. Second Infraction: A written warning will be issued to the staff member in consultation with the Library Director.
3. Third Infraction: The staff member will face an appropriate suspension without pay. Suspension period to be determined by the Library Director.
4. Fourth Infraction: Dismissal by the Library Director will be the consequence.

~~Serious offenses may lead to an escalation of disciplinary measures, including dismissal.~~

The affected individual retains the right to appeal such dismissal by following the dismissal procedure outlined in the ~~Dismissal Policy~~. **Grievance Policy**.

~~The decision made by the Board of Trustees following the hearing is considered final.~~

Approved 1.2.24

DRAFT – Annual Goal Tracker

CORE VALUES	<ol style="list-style-type: none">1. Opportunity, Resource, and Educational Accessibility2. Community Engagement & Collaboration3. Adaptability & Innovation4. Financial Stewardship5. Literacy	10-YEAR TARGET
		Measurables: <ol style="list-style-type: none">1. LCO Facility2. Develop a library system for all of Taney County

<p style="text-align: center;">CORE FOCUS™</p>	<p>Purpose/Cause/Passion: Committed to the development of the library district by striving to provide resources to enrich the quality of life for the community from generation to generation.</p> <p>Committed to providing resources to enrich the quality of life in the community from generation to generation.</p> <p>Our Niche: Branson / Hollister Library Subdistrict, Literacy, Knowledge, and Economic Opportunity</p>	<ol style="list-style-type: none"> 3. Achieve Exemplary Status under MO State Standards 4. Remote Services 5. Expanded Resources (community rooms, checkout kits, universal kitchen) <p>Proven Process: Leadership, Fiscal Responsibility, Resources, Community Input, Facility</p> <p>Guarantee: Enhance the lives in the subdistrict and increase economic development.</p>
<p style="text-align: center;">3-YEAR TARGET™</p>	<ol style="list-style-type: none"> 1) Director & Staff 2) New Facility Planned 3) Facility Financed 4) Increased Accessibility (expanded hours) 5) Internal Efficiencies 6) Increase Key Performance Indicators 	
<p style="text-align: center;">MARKETING STRATEGY</p>	<p>Marketing Strategy: Promote products and services</p> <ol style="list-style-type: none"> 1) Social media – Facebook, Instagram 2) Website 3) Posters, flyers, rack cards inside the library 4) Online newsletter 5) Branson Globe 6) Attend and present info to Chambers, Rotary, etc. 7) Contact organizations to speak to about library services 8) Collaborate: <ol style="list-style-type: none"> a. Schools – PTO meetings, Staff in-service days, PAT, etc. b. Realtors – Welcome bag with info for new homeowners c. Doctor’s offices, Health Department, Veterans’ office, Parks & Rec 	

	Dept., Job Center, Cox Health, Community Centers, etc.
--	--

1-YEAR PLAN	DELIVERABLES	ISSUES LIST												
<p>Future Date: January 2025</p> <p>Revenue: Annual 2.1 Million</p> <p>Goals for the Year:</p> <p>1. Approve new Library facility location</p> <hr/> <p>2. Replace and increase the size of the collection.</p> <hr/> <p>3. Expand hours</p> <hr/> <p>4. Increase adult programming</p> <hr/> <p>5. Prepare for Interlibrary Loan</p> <hr/> <p>6. Three collaborative efforts</p>	<p>Future Date: Quarterly Updates</p> <p>Item:</p> <p>Quarter</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">1</td><td style="width: 50px;"></td></tr> <tr><td style="text-align: center;">2</td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td></tr> <tr><td style="text-align: center;">4</td><td></td></tr> <tr><td style="text-align: center;">5</td><td></td></tr> <tr><td style="text-align: center;">6</td><td></td></tr> </table>	1		2		3		4		5		6		<p>1 USDA loan application 2025</p> <hr/> <p>2</p> <hr/> <p>3</p> <hr/> <p>4</p> <hr/> <p>5</p> <hr/> <p>6</p> <hr/> <p>7</p> <hr/>
1														
2														
3														
4														
5														
6														

Circulation

	Jan	Feb	March	April	May	June	July	August	September
Book	7,089	6,244	6,500	6,937	6,960	7536	8,261	7,727	6,397
video	1,157	975	1,028	1,065	1,341	1395	1,541	1,193	1,037
audio	209	172	208	222	212	179	178	148	204
Total	8,455	7,391	7,736	8,224	8,513	9110	9,980	9,068	7,638
ebook-L	1,506	1,321	1,325	1,228	1,350	1400	1,417	1,502	1,408
audio-L	1,013	986	972	744	864	902	934	1,035	982
eBook-H	176	157	132	138	146	171	157	165	180
audio-H	261	295	307	285	358	401	377	476	436
video-H	43	44	59	49	54	86	55	69	64

Total	2,999	2,803	2,795	2,444	2,772	2,960	2,940	3,247	3,070
TOTAL CIRC	9,244	8,178	8,558	9,016	11,285	12,070	12,920	12,315	10,708

Collections - Items Added									
Book	312	763	316	428	680	903	1,885	2,428	2,505
video	22	2	51	64	48	56	83	83	76
audio	5	50	23	9	13	12	11	105	125
Total	339	815	390	501	741	971	1,979	2,616	2,706
ebook-L	11	15	9	12	12	18	47	59	62
audio-L	7	9	8	7	12	8	48	121	68
Total	18	24	17	19	24	26	95	180	130
TOTAL Added	357	839	407	520	765	997	2,074	2,796	2,836

PATRONS									
New patrons registered this month	188	170	178	199	193	190	187	184	186
Children reg.	42	44	50	59	52	67	60	56	49
Adults reg.	146	126	128	140	141	123	127	128	137
TOTAL PATRONS			2,250	2,796	3,162	3,494	3,777	4,020	4,257

2024	Jan	Feb	March	April	May	June	July	August	September
-------------	------------	------------	--------------	--------------	------------	-------------	-------------	---------------	------------------

Total Hours					67.5	86.5	93	90	99
LIBRARY VISITS (door count)					2,837	5,326	5,927	5,648	4,745

PROGRAMS									
	Jan	Feb	March	April	May	June	July	August	September
Early Literacy Programs - total offered			4	4	2	4	4	5	5
Total Kids attending			77	70	37	68	50	106	135
Total Adults attending			62	46	26	42	29	81	97
Total Attendance			143	116	63	110	79	187	232
Kids' (6-11) programs - total offered				1	2	5	5	3	2
Kids attending				5	16	474	363	49	39
Adults attending				2	10	292	213	32	36
Total Attendance				7	26	766	576	81	75
Total Number of Children's Programs offered			4	5	4	9	9	8	7

Total number of kids attending			77	75	53	542	413	155	174
Total number of adults attending			62	48	36	334	242	113	133
Total number of attendees			143	123	89	876	655	268	307

Total Number of Teen Programs Offered			0	0	0	1	1	1	1
Number of teens attending						9	10	5	5
Number of adults attending							2	2	2
Total number of attendees			0	0	0	9	12	7	7

Total Number of Adult Programs Offered			5	3	4	6	4	2	3
Total number of attendees			73	33	36	40	61	12	37

Total Number of GEN INT - all ages Programs Offered			1	0		0	0	0	0
Number of kids attending			4						

Number of adults attending			24						
Total number of attendees			28	0		0	0	0	0
TOTAL ALL PROGRAMS			10	8	8	16	14	11	11
TOTAL ALL ATTENDEES			244	156	125	925	728	287	351